

## COMMEMORATIVE PLAQUES SCHEME FOR LINCOLN

### Guidelines and criteria

#### Introduction

Commemorative plaques, sometimes referred to as blue plaques, can be added to buildings as a means of commemorating people and events in history.

In Lincoln there are a number of plaques around the city, erected under previous schemes. This scheme provides for individuals or groups to nominate an individual or event for commemoration through erection of a plaque.

#### Eligibility

To commemorate a person:

- at least 20 years should have passed since their death
- they should be sufficiently famous to be familiar to the succeeding generation or regarded as significant in their field
- their achievements must have made a lasting and significant contribution
- the building on which the plaque will be fixed must be directly and significantly related to the person (this would normally exclude hotels or public venues, e.g. concert halls, where connections were transitory)
- a person cannot be commemorated on more than one plaque within the city

To commemorate an event:

- at least 20 years should have elapsed since it took place
- should be instantly recognisable to many of the general public
- be of special historical interest or significance in the history of Lincoln or the country as a whole

Additional considerations:

- Proposed locations for plaques should be visible to passers-by from a public road or street without the need to enter private property
- Plaques will only be considered for location within the administrative boundaries of City of Lincoln Council
- Exceptional cases will be considered on their merits, subject to submission of a fully researched and justified case
- It will be necessary for nominees to get the written agreement of the building owner for a plaque to be installed on their building
- No more than two plaques to be erected on any one building

#### Approval process

Applications, together with supporting evidence, should be submitted via the online application form. These will then be assessed annually, initially being submitted to the Historic Environment Advisory Panel for comment and then to the Development Manager and Conservation Officer a recommendation to Executive, who will take the final decision. A maximum of three plaques per year will be approved.

### Funding

The cost of the plaque and installation will be funded by City of Lincoln Council. All other costs relating to obtaining evidence to support the application, including any costs relating to consents (see below) will be the responsibility of the proposer.

### Consents

It is the responsibility of the proposer to ensure compliance with all relevant planning requirements. Formal consent from the planning authority will be required if any plaque is to be erected on a listed building, and there may be constraints where the building is in a conservation area or is a commercial property.

A plaque can only be erected with the formal consent of the building owner. The consent of all parties who have a relevant legal interest in the site of the proposed plaque will be required. All applications must be accompanied by signed consent to confirm that the owner of the building on which the plaque is requested to be installed, and any other parties with a relevant legal interest in the site, have given their consent.

### Ownership of and responsibility for plaques

Once installed, plaques become part of the property of the owner of the building, regardless of the status of the group or individual responsible for nominating the plaque unless formal agreement is signed by the building owner stating otherwise. The owner of the building should be encouraged to give careful consideration to the proposal before making a decision which will affect themselves as well as subsequent owners, occupants and tenants.

Maintenance, repair, renewal and insurance of commemorative plaques installed under the scheme will be the responsibility of City of Lincoln Council.

### Plaque design

All plaques erected under this scheme will be to the approved design with wording agreed by officers.

### When an application is not approved

The decision of the council is final with no right to appeal. Dependent on the reason for refusal proposers may be invited to re-apply at a later date. Proposers may also make a complaint through the council's complaints procedure where they feel the application has not been dealt with in accordance with the agreed process.